MEMORANDUM FOR: Director of Information Technology

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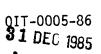
	FROM:	Henry P. Mahoney Director of Logistics	
	SUBJECT:	Request for an OIT Contracting Team	
	REFERENCE:	Memo for D/L, from D/OIT, dtd 31 Dec 85, Subject: Establishment of an OIT Contracting Team (OIT 0005-86)	
25X1 25X1 25X1 25X1	1. On 29 January 1986, Procurement Management Staff, Office of Logistics (OL), and Chief, ADP & Engineering Branch/Procurement Division/OL (ADP/PD/OL), met with from your office, to discuss your request to estable a contracting team in the Office of Information Technology (OIT). As the OL representatives explained, OL currently has vacancies for approximately 20 contracting officers, and the establishment of a team, as comtemplated by OIT, would furth burden an already overstretched procurement work force. In long run, this would be detrimental to OL, OIT, and the over procurement process.		
25X1 25X1	2. However, the conferees agreed to develop a plan which would bring about closer cooperation between the OIT customers and the PD/OL contracting officers and hopefully have the same effect as having an OIT decentralized contracting team. agreed to identify focal point officers within his branch for OIT requirements. Four members of his staff will devote their full time to OIT requirements and two people will devote half of their time. He also agreed to develop a working arrangement with the General Procurement Branch/PD, in which he would review the small dollar purchases for OIT now done by that branch. will also ensure that key members of his		
	branch conduct scheduled on-site visits to the OIT customers so that collectively the parties can develop procurement plans, identify priorities, and come up with solutions to each other's problems.		
25X1			
3. 4.	,	OL-5008-86	

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SUBJECT: Request for an OIT Contracting Team

	3. In order to bring contracting officers closer to OIT
25 X 1	gustomers agreed to send the OIT monthly
	report and include nim or his representative in key OIT meetings such as the D/OIT's staff meeting, User Standard Committee
	meetings, the SAFE bimonthly meeting, or any other meeting
	involving procurement and procurement planning.
	The implementation of this plan will be worked out by
25X1	staff. However, I believe that
	closer cooperation between OIT and OL, as outlined above, will enable both offices to become more effective in fulfilling the
	Agency's ADP requirements. If, after a fair trial, you are not
	satisfied with the results of this solution, we will reconsider your request for an OIT contracting team.
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'Henry P. Mahoney√





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	MEMORANDUM FOR:	Director of Logistics		
25X1	FROM:	William F. Donnelly Director of Information Technology		
	SUBJECT:	Establishment of an OIT Contracting Team		
	contracting team	uires the close, specialized assistance of a professional in order to support its activities in the most timely and nanner. We have held some discussions on this matter with office, and based on these discussions we ask you to designate follows:		
	experienced The team wi	te team should consist of 5-6 officers and a secretary in logistics work. The senior officer should be a GS-15. Il serve the office in its entirety, but will report directly sty Director of OIT - Management.		
	an auditor. officer. V	ne team should include at least 3 or 4 contracting officers and The fifth officer (or sixth) might be a contract security We are prepared to take your advice about the need for a ember of the team.		
	c. Wo	e prefer a delegation of authority similar to that given the		
25X1	when our o	probably will locate the team in the building ffice takes space there. It is a convenient point between the will use the team's services. We would like to form the team ty before the space is available because we need their support		
	the team. In 1	prepared to provide up to half of the positions required for 986, we can provide up to two positions. Should the team grow we will provide the additional OIT positions in 1987. I hope ive this request your earliest attention. If you have		
25X1 25X1	questions of a Management Divi Management, wil	questions of a technical nature, please contact my Deputy Director for Management, will be away until 6 January, but after that date he will be the office referent for this action.		
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25 X 1		₩illiam F. Donnelly		
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